

DOCUMENT NAME: Printing - GPO**DOCUMENT TYPE: 37**

1. **Description:** Printing and Binding Requisition or Print Order is used by units to request various printing, graphics, and audiovisual work from the Government Printing Office (GPO).
2. **Primary Forms:** SF-1, Printing and Binding Requisition to the Public Printer
GPO Form 2511, Print Order
3. **Related Forms:** None.
4. **Document Number:** Standard Number - unit assigned.

SAMPLE: 3704904FAB001

<u>Document Type</u>	<u>FY Funded</u>	<u>Procurement Site</u>	<u>FY Contract Originated</u>	<u>Region</u>	<u>Program Element</u>	<u>Document Sequence</u>	<u>Suffix</u>
37	04	90	4	F	AB	001	

Note: See paragraph 7 for additional information on document numbering.

5. **Accounting Line:** If multiple accounting lines are used, a different suffix is required for each accounting line.

SAMPLE: 2/F/401/136/30/0/AB/12345/2409

6. **FINCEN Critical Processing Requirements:** Issuing units must ensure that the following information is included on each SF-1 or GPO-2511 submitted to FINCEN:
 - a. Full requisition number in requisition number block. (See paragraph 7.a. for instructions on the construction of this number.)
 - b. Jacket number in jacket number block. (Assigned by GPO)
 - c. Billing Address Code (BAC) in BAC code block. (May be obtained from GPO)
 - d. ALC 70-06-0000 must appear in the additional information block of the SF-1 and in the distribution block of the GPO-2511.
 - e. A full line of accounting must appear in the additional information block of the SF-1 and in the distribution block of the GPO-2511 or if paid by credit card, the last 6 digits of the cardholders number and date paid must be annotated on form.
 - f. The appropriate Treasury Symbol must appear in the Appropriation Chargeable block. (See Appendix B for Treasury Symbol for the appropriation cited in the line of accounting).

7. Other Information:

- a. Both forms (SF1 and GPO-2511) have a requisition number block. GPO requires that the first digit represents the FY followed by a dash, and then a 5 digit order number (numeric characters only). Use the following numbering sequence to ensure GPO requirements are met and still provide sufficient information to properly create a Doc ID . Requisition numbers use the last digit of FY, a dash, ATU number (see Appendix C) followed by a serial number from 001 to 999, a space, then the Doc Number without the Doc Type (37), the FY (e.g., 0), or the suffix. For example, 4-36001 904FAB001 represents the first print request in FY04 where GPO will use the 4-36001 for their requisition/contract number and where the document number was 3704904FAB001. Credit Card purchases will have the same information annotated as well as the last 6 digits of the card holders number and date paid.
- b. The GPO will enter this requisition number on the IPAC billing. FINCEN will spread the charge to the correct PES using the Doc ID information and adding back the Doc Type (37) and FY fields (e.g., 04).
- c. On the rare occasions that an ATU may require more serial numbers beyond 999 or that an ATU wants to use multiple lines of accounting, contact FINCEN, (OGQ).
 - (1) SF1's do not have a special block for the print order number. If a number is used it can be annotated IAW instructions below in the Additional Information block.
 - (2) When submitting GPO-2511's for print orders the requisition number will remain the same as the requisition number on the SF1 for the contractor you wish to utilize.
 - (3) Each GPO-2511 will be given its own print order number. This print order number will be used as part of the document number. If the GPO does not give you a series of print order numbers, then begin your series with your ATU number from Appendix C. The document number for use with the GPO-2511 form will be constructed as follows: 3704 will be used to start all FY04 printing requisitions, the next two digits will represent the contract site of the FPD transmission, the next digit will be for the fiscal year chargeable, the next digit will be the last digit of the five digit contract number used in the requisition box, and the final five digits will be the print order number. EXAMPLE: 3704904136002 Represents the second print order.
 - (4) Print order numbers should be sequenced and should not be repeated. The document number as it will appear on the PES report should be placed at the bottom left hand corner of the GPO-2511 along with the accounting data. A copy of the GPO-2511 which will be sent to the contractor should be mailed to the FINCEN. (See paragraph 6) Another copy should be mailed to the unit requesting the printing so they will be aware of the document number to be used.

8. FPD Information:

- a. Standard generic input is made through the Simplified Acquisitions Applet in the PO Module.
- b. Obligation will transmit electronically via FPD.

8. c. A copy of the GPO Form 2511 or SF-1 should be mailed to FINCEN and should have the statement on the face of the document:

"OBLIGATION TRANSMITTED ELECTRONICALLY VIA FPD"

- d. Since the OF-347 form defaults to "P", the user should toggle the public/government indicator to "G".

9. Document Flow:

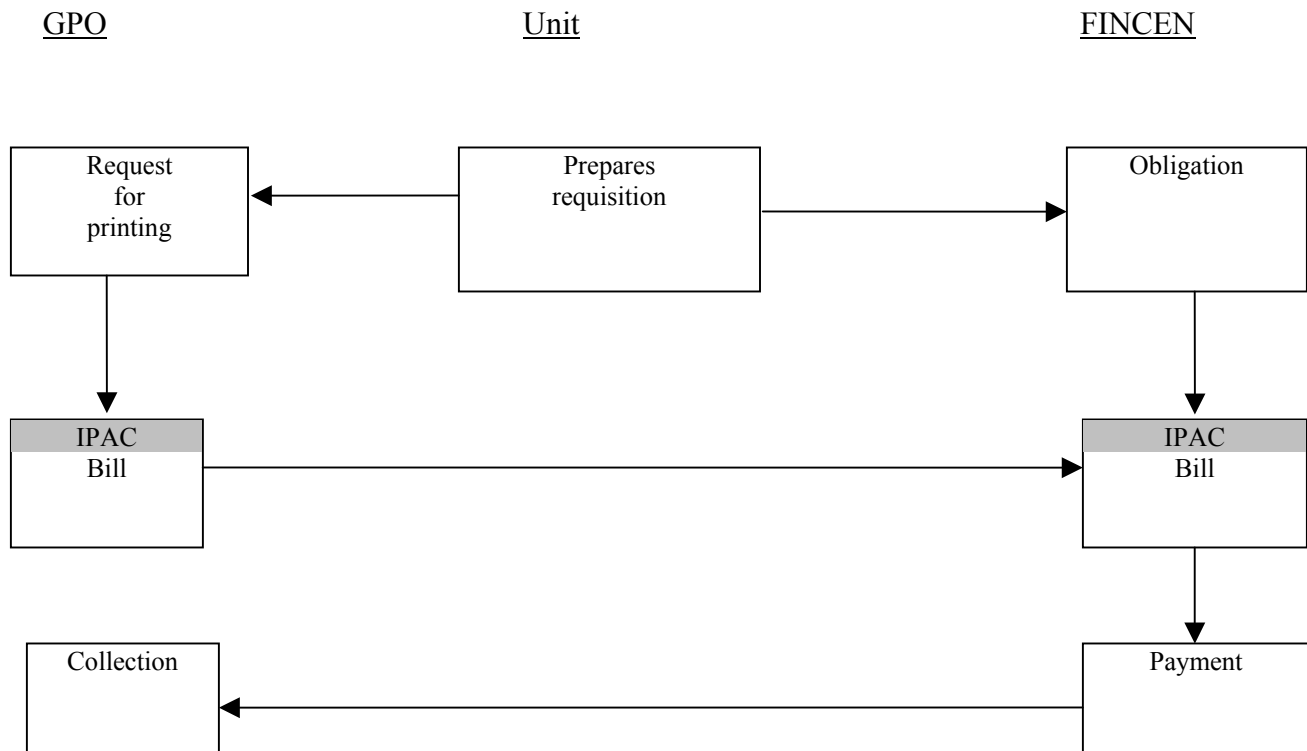


Figure: 12F-5 Printing - GPO

- a. Figure 12F-5 describes the procedures for processing the Printing - GPO form.
- b. If a onetime print order is required, the unit fills out an SF-1, Printing and Binding Requisition to the Public Printer. One copy of the requisition is given to GPO, one copy is retained in the unit files, and one copy is mailed to the FINCEN. **The copy mailed/faxed to the FINCEN must contain the Jacket Number, Billing Address Code (BAC), Print Order Number, and Requisition Number.** Fax number: 757-523-6096 Attn: OPA.
- c. If a term contract has been established as a result of a SF-1 requisition, any subsequent print requests should be submitted on a GPO-2511. One copy of the GPO Form 2511 is sent to GPO, one copy is retained in the unit files, and one copy is mailed to the FINCEN.
- d. The FINCEN receives an IPAC bill from GPO, and individual charges are spread to the unit.

10. Sample Form: See Figures 12F-6 and 12F-7.

11. PES Report:

First print request:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
3704904FAB001000	051	04011FHAA	12345	2409	0.00	500.00	0.00	0.00
3704904FAB001000	136F	04035FH4A	12345	2409	0.00	500.00-	0.00	500.00

Second print request:

DOCUMENT ID	TRANS CODE	BATCH NUMBER	COST CENTER	OBJ CLASS	COMMIT	UNDELIVERED ORDERS	ACCRUED EXPEND	EXPEND
3704904136002000	051	94041FHAA	12345	2409	0.00	175.00	0.00	0.00
3704904136002000	136F	94065FH4A	12345	2409	0.00	175.00-	0.00	175.00

12. References: None.

Feb 05 04 05:20p

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SF 1 PRINTING AND BINDING REQUISITION To the PUBLIC PRINTER Please furnish the following:		JACKET NO. Assigned (GPO) 628339 <input type="checkbox"/> Red <input checked="" type="checkbox"/> Black		REQUISITION NO. 4-75009-414QWC001
FROM (Department of Government Establishment) USCG TRAINING CENTER YORKTOWN, VA 23690		BUREAU OR OFFICE DOT		DATE 27 October 2003
APPROPRIATION CHARGEABLE/APPLICABLE LAW 210/401/175/30/0/WC/63101/2409 EST. \$350		BILLING ADDRESS CODE (SAC) 4910-35 ALC 70-06-0000		AUTHORIZED BY 10 USC 2304 (C) (3) 9.7
TITLE TRACEN BULLETIN		QUALITY LEVEL		FORM NO.
QUANTITY (Units of finished products) 500 copies	FINISH PRODUCT (Check One) <input checked="" type="checkbox"/> Books or Pamphlets <input type="checkbox"/> Blank Forms (Sheets) <input type="checkbox"/> Sets <input type="checkbox"/> Pads or Tablets <input type="checkbox"/> Other (Specify)		CLASSIFICATION	
THIS ORDER RIDES (Department)		(Regulation No.)	(Jacket No.)	STRAP WITH REQUISITION NO.
PAPER STOCK AND INK	Text	FIRST CHOICE (Grade, color, and basis weight) see sample		SECOND CHOICE (if any)
	Cover	SEE SAMPLE		SEE SAMPLE
	Other (Specify)			
COMPOSITION	FURNISHED (Magnetic tape) (Negatives) (Camera Copy) (Manuscript) (Shooting printed copy)		PREVIOUS JACKET/REQ. (if reprint)	
	TEXT TYPE (Font, Face, Leading/Size) see sample		DISPLAY TYPE (Face) see sample	
	Type Page Width (inches) No. of Col. Col. Width Type Page Depth (inches) (including running head but not bottom fold) ILLUSTRATIONS (Total) PICK UP FROM Jacket No. Req. No. Restore to Original Jacket		HOLD REPRODUCIBLES (Specify) (Type, type, mag. tape)	
PRESS AND BINDERY	PRINT ONE SIDE ONLY HEAD TO HEAD HEAD TO FOOT OTHER COVER PRINTS 1 2 3 4 EMBOSS RULING (Print or Bindery) PERFORATE SCORE Position		NUMBER (inclusive) Color of Ink	
	SIZE FLAT (inches) FOLD TO (inches) FOLD TO (inches) SIZE TRIMMED PAGE (inches) BOOKS/PAMPHLETS X PAGES FOLDINS/INSERTS PAPER COVERS (Sew) (Sew)		STAMP TITLE (Bindery) Cover Spine Gold Im. Gold Ink (Color)	
	Wire Edge (Side) Saddle (No.) Paste on Fold Loose Leaf Adhesive Bound Sew Case Bound (Material and Color) STAMP TITLE (Bindery) Cover Spine Gold Im. Gold Ink (Color)		ROUND CORNERS (No.) (Position)	
PROOFS AND DELIVERY	GATHER (Explain)		Carbon Interleave INDEX (Cut) (Tab) (Bleed) LIP DIVIDERS (Height of Lip) (Width of cut 1/8 etc.) (Pos.)	
	REQUESTED PROOF DATE As Soon As possible		PROOF SETS (Page) Dept. Hold (Workdays) (Galley) (Page) PROOFS TO	
	REQUESTED DELIVERY DATE November 14, 2003		KRAFT WRAP SHRINK FILM BAND IN SETS SUTABLE OTHER PACKAGING (Specify)	
DELIVER TO COMMANDING OFFICER (FLP) USCG TRACEN, BLDG 231, SHIPPING & RECEIVING YORKTOWN, VA 23690 ATTN: PRINT SHOP				

ADDITIONAL INFORMATION
FOR INFORMATION PLEASE CALL MR. RAY OWENSBY (757) 856-2216.

1. AGENCY CODE **70060000**
 2. DOCUMENT NUMBER IS 37034QWC001
 3. Front cover is colored. Other pages are black/white with hints of refer blue
 4. Follow sample provided- need 500 copies each
 5. 13 x 9" flat. Fold to 6 1/2 x 9"
- For questions call Kevin Nelson @ 856-2220

CALL IF PRICE IS MORE THAN ESTIMATED ABOVE

FOR ADDITIONAL INFORMATION CONTACT (Name and Telephone Number)

BILLING ADDRESS (if SAC has not been assigned)

I certify that this work is authorized by law and necessary to the conduct of the business of the above-mentioned government establishment.

STANDARD FORM 1 (Rev. July 1976)
Prescribed by GPO
Title 44 of the U.S. Code Control No. 1-111

(Authorizing Signature)

(Title)

Figure 12F-6 SF-1, Printing and Binding Requisition to the Public Printer

GPO - Form 2511
(R10-85) P. 57870-3

PRINT ORDER

You are hereby authorized to manufacture and ship the following described product in accordance with the purchase order and specifications indicated.

DEPARTMENT US COAST GUARD		REQ. NO. 3-32001		DATE 30 JAN 2004		PURCHASE ORDER NO. C0066		PRINT ORDER NO. 4-0003	
CONTRACTOR COMMERCIAL BLUE PRINT & SUPPLY				JACKET NO. 610-027		ESTIMATED COST		SHIP/DEL DATE 12 FEB 2004	
TITLE Jones Beach Dredging				OBJECT CLASS 2443		STATE CODE 290		CONTR'S CODE 07971	
PROOFS SETS		DATE DUE TO GOVT		DAYS GOVT WILL HOLD		DATE RETURN TO CONTR		APPROPRIATION CHARGEABLE	
Galley								See Below	
Page								4910-BF	
Blues								See Below	
COMPOSITION Phototype, Cold Type, Hot Metal								QUALITY LEVEL IV	
MATERIAL FURNISHED TO CONTRACTOR									
Manuscript		Half-tones		Long Illus		Camera Copy		Negatives	
								Binders	
								Other	
TEXT STOCK			COVER STOCK			NO. OF TEXT PAGES (including Blanks)		FOLD-IN STOCK	
FOUR COLOR PROCESS PRNTG Cover 1 2 3 4 Text				COLOR OF INK Cover Text		COVER PRINTS 1 2 3 4		FOLD-INS/FORMS Face Only Face & Back	
1 ULC Sew				Band units of				STRIP-INS	
Saddle Trim 4 Sides				Shrink Film Wrap units of				NEGATIVES (No. Required)	
Side Perf. on Fold Other									
Perfect Adhesive Strip									
Drill _____ round holes _____" in diameter on _____ side inches c to c.									
Center of holes _____ inches from _____ edge of sheet									
Pads of _____ sheets/sets each Pad on the _____ side. Clipboard required.									
Pack _____ per shipping container.						<input type="checkbox"/> Pallets required.			
DISTRIBUTION									
REPRODUCE COLLATE & STAPLE					RETURN NEGS TO GPO FOR STORAGE NO <input checked="" type="checkbox"/> YES <input type="checkbox"/>				
15 sets of Specifications					RETURN ORIG. AND/OR NEGS. TO:				
31 pages times 15 = 465 sheets					Contracting Officer				
15 sets of Drawings					U.S. Coast Guard (CEU/PROV)				
3 pages times 15 = 45 sheets					Ft. Wadsworth Office				
270 SF					311 Battery Road				
					Staten Island, NY 10305				
					718-354-4017				
ALC: 70060000					APPROPRIATION DATA				
					2/3/401/132/30/0/ED/51283/2409-3704G143ED008				
					Estimate:\$53.64				
Departmental Authority (Signature and Title)					Purchase Obligation			DATE SENT TO CONTRACTOR	
John O'Boyle, Contracting Officer								30 NOV 2004	

Figure 12F-7 GPO-2511, Print Order